SAMPLE FINANCIAL PROCEDURES MANUAL

Approved by _______(organization's) Board of Directors on ______(date)

L GENERAL

- The Board of Directors formulates financial policies, delegates administration of the financial policies to the Executive Director and reviews operations and activities.
- The Executive Director has management responsibility including financial management.
- Current job descriptions will be maintained for all employees, indicating financial duties and responsibilities.
- Financial duties and responsibilities must be separated so that no one employee has sole control over cash receipts; disbursements; payroll; reconciliation of bank accounts; etc.
- All employees involved with financial procedures shall take vacations or leaves of 5
 consecutive work days each year. During such periods, back-up personnel who have
 been cross-trained in their duties will perform their tasks.
- A blanket employee dishonesty coverage in the amount of \$_____ shall be maintained.
- 7. Professional financial service providers will be established annually. For ______ (year) these include ______ (accounting software), ______ (payroll services); the ______ (insurance), _____ (banking), ______ (restricted investments and retirement services), and _______ (auditors).
- The _____(staff position) will maintain a current and accurate log of the chart of accounts, job accounts and accounting classes.
- These policies and procedures will be reviewed bi-annually by the ______(Board Committee)
- II. CASH RECEIPTS (includes checks)
 - The _______(staff position) opens any mail addressed to ______ (organization name) or without specific addressee. The receipt of checks or cash will be

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